**Professional Development Advisory Committee (PDAC)**

**Minutes**

## December 1, 2016

**L-215 Professional Learning Center**

Present: Robin Armour, Management Rep.; Mike Becker, Management Rep.; Kristin Conner, Management Rep.; Margaret Kenrick, Faculty Rep/Professor/LPG Chair; Carla Rosas, Management Rep.; Eric Sanchez, Classified Rep/Equity Plan Coord.; Hannah Tatmon, LMCAS Rep.; Janice Townsend, Professor/Equity PD Facilitator; Shondra West, Classified Rep.

Staff present: Ruth Goodin, Co-chair, Mary Oleson, Co-Chair (arrived at 2:40), Eric Sanchez, Hannah Tatmon, Gen. Office Clerk;

Absent: Tess Caldwell, Professor/Equity PD Facilitator; Courtney Diputado, Staff/Classified Rep.; Erlinda Jones, Professor-Child Dev.; Dave Wahl, Management Rep.

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| **Topic/Activity** | Information/Discussion/ **Action/ Follow-up** |
| 1. Welcome: Ruth Goodin opened the meeting at 2:15 p.m. Ruth reported that this is her last PDAC meeting as she is retiring as of December 20, 2016! 2. Approval of Agenda: Margaret Kenrick moved to approve the Agenda. Kristin seconded the Motion. All were in favor and the Motion was approved. 3. Minutes: The minutes of the October 27, 2016 meeting were submitted for approval. Eric Sanchez made a Motion to approve the minutes and Mike Becker seconded the Motion. All were favor and the motion was approved. | Agenda and Minutes Approved. |
| 1. Budget Update - The Budget as of 11-23-16 was distributed. | Information |
| Consent Agenda:   1. Conference Funding Recommendations   Eric Sanchez presented the Subcommittee’s recommendations for funding in a Memorandum dated 12-1-16. Recommendations were approved for:   * T. Archaga * Mara Landers * Ian Bassett * Marie Arcidiacono * Lucy Snow * Rachel Anicetti (Equity) * Curtis Corlew   Recommendations were not approved for:   * Scott Hubbard * Judi Pettite (request cancelled)   Reference report for details.  A motion was made by Janice Townsend to approve the recommendations. Margaret Kenrick seconded the Motion and the Minutes were approved. Carla Rosas abstained as she was not present at the October 27 meeting. | Information/Discussion/Action |
| 1. PDAC Compensation for Classified Staff - Classified were not compensated in the past because of concerns of previous business managers about Classified working out-of-class doing professional development work. Mary Oleson requested that the issue be revisited. Ruth Goodin met with the current Business Director (Jonah Nicholas) in November and President Kratochvil is in support. It was agreed that Classified Staff who are not able to voluntarily work on PDAC-related projects and activities during their regular work day, can be paid by PDAC at their current over-time rate with prior PDAC approval. Eric Sanchez volunteered to take a copy of the revised policy to Classified Senate. Mary Oleson will update the policy for dissemination. | Information-Discussion-Follow-up |
| 1. Staff reports:   Ruth’s final thoughts:   * Ruth reported that planning is moving forward for the Society for College and University Planning (SCUP) to do a district-wide training. On behalf of LMC, Mary Oleson worked with the DW-PD committee to request that funds be set aside for a training in SP17 for approximately 30-35 participants coming from CCC and LMC. DVC has had its own training in December, 2016 but a few of the DW-PD funded seats will be allocated to DVC as well. Rick Robison, DW-PD Chair/DVC is coordinating the setting up of the training. * Ruth also indicated there is a need for the Equity Core Team (ECT) to create new ways to support newcomers in engaging with ECT. * Interviews for the new Dean of Equity and Inclusion will take place on December 18 and 19th. * Recommendations for PD: Ruth briefly outlined the progress of PD from 2007 when President Garcia asked the Office of Advancement to create the PD Task Force and lead the initiative. This work included the development of PD Outcomes/Guidelines/Objectives which have guided much of the work to the present day. While attempts were made to create a strategic plan, Ruth suggests that the original document (approved last May, 2013) be updated - see her suggested revisions submitted at the 10-17-16 PDAC meeting. It was also suggested that a Monday meeting be scheduled to receive updated input from the campus on what needs they may have in relation to PD. She suggested that integration of PD across the campus should continue. She and Mary Oleson have identified steps in the 2017 Program Review as well including brown bags. The Professional Development space in L-215 now has a webpage and a video depicting faculty projected needs in alignment with the space’s attributes. Additional ways to increase usage of the room and its technology are suggested. RAP proposals recommended by Ruth:  1. .50 Professional Learning Facilitator (currently vacant due to lack of approved funding in 2016) 2. Equity Professional Development Facilitators for PD and FAM (2 @.50) (currently staffed by Janice Townsend and Tess Caldwell). 3. A RAP will not be submitted for a Professional Development Coordinator (Mary Oleson) as this position has been approved by the Hayes Study and is pending final negotiation items. 4. Classified Nexus 5. Mentor/Ambassador Program - The EEO committee has discussed this and Kristin Conner and Carla Rosas are prepared to put a pilot in place.   Nexus - Ruth suggests Nexus be more closely tied to the work of PDAC and utilize targeted surveys and evaluations to guide future planning.   * PDAC - Agenda items currently on the pipeline include the mini-grant process (or reconstitute sub-committees); budgeted for 18-19 during the spring, 2017 semester. * Continued work on PD Assessment - Ruth noted that Mary Oleson has focused on this throughout our PD work and it has been incorporated into Program Review planning as well. It is hoped that the new Program Review tool will incorporate our questions such as “do you need PD”, “What type of PD do you need”, “What PD is currently happening”, “what effect is PD having on your staff and students (assessment), etc. * It was suggested that PDAC revisit welcoming the adjuncts with a small gift and greeting. Nancy Ybarra and Mary can offer more information.   Mary Oleson reported that daily activities include working with Hannah Tatmon in preparing to publish the SP17 Flex schedule to the campus by December 10. LPG will review the proposals submitted at its meeting today. In addition, Mary has been coordinating the Conference Funding processes, Mini-grants, Variable Flex, Regular Flex proposal review process, PDAC Co-Chair duties, and LPG staffing duties.   * Janice Townsend reported that 25% of the adjunct faculty are participating in FAM. LMC did not receive the IEPI grant ($30,000) for Veronica Neal to do an Equity Core Training. However, equity work will continue with both current and new participants and presenters. | Information |
| 1. The meeting adjourned at 3:07 p.m. to be immediately followed by the LPG Professional Development- Flex Proposal Review meeting. | Adjournment |
| Future meetings: January 26, Feb. 23, March 23, April 27, May (tentative) |  |